



IMPORTANT
2006/2007 RENEWAL REQUIREMENTS

***If these guidelines are not followed..... your RENEWAL APPLICATION will be returned.
Also, if not submitted by deadline date a civil penalty will be assessed.***

TO: All Licensed Gaming Non Commercial Lessors

Enclosed are your organization's renewal application forms for the 2006/2007 licensing period. **Please read the following and review your application forms carefully before completing.** All applications shall be submitted to the Office of Charitable Gaming no later than April 10, 2006. Failure to remit renewal to the office by **April 10, 2006** will result in a **civil penalty** being assessed by the office in accordance with LAC §1787.A.6. In addition to any penalty, late remission of your organization's renewal may result in the delay of the issuance of a license, **along with the issuance of organization's license leasing from your organization.**

A license will not be issued until all required information has been provided to and approved by the Office. Your organization **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2006 until your organization has received a printed license for the 2006/2007 licensing year from the Office. Conducting any gaming related activities without a license will result in the imposition of a civil penalty.

An application will only be accepted if **all** the following conditions are met:

1. Correct fee of \$75 is submitted with the application. Check should be attached to the application and made out to the Office of Charitable Gaming, from the gaming account;
2. **All** sections of the application are completed fully and legibly along with all requested data and attachments;
3. Application must be signed by the **Member-in-Charge** of charitable games and the **duly elected President** of the organization, and properly notarized (**APPLICATION MUST BE SIGNED AND DATED ON THE SAME DATE IT IS NOTARIZED IN THE PRESENCE OF A NOTARY**); and Member-in-Charge and President must also complete **Organization Officials Information Sheet**;
4. **All** information submitted on your organization's officers and members must be complete and accurate. Page 2 **must list official officers of the organization and members-in charge of charitable gaming activities. (INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE ISSUANCE OF A LICENSE.)**;

Office of Charitable Gaming
8549 United Plaza Blvd., Suite 301
PO Box 98502, Baton Rouge, LA 70884-9502
225-925-1835 925-7069 fax
800-562-9235

5. Specific dates and times of your sessions shall be listed on the appropriate form(s) (**PLEASE LIST STARTING TIME OF SESSION AS TIME ORGANIZATION WILL BEGIN TO SELL PAPER. LEASE AGREEMENT WITH LESSOR MUST INCLUDE ALL DATES AND TIMES OF SESSIONS**);
6. List at least one official as Member-in-Charge and as many alternate members-in-charge as necessary to assure at least one MIC is present at all games as provided by L.A.R.S. 4:714 (D);
7. A completed list of all Officers with your organization must be submitted to the Office. The Office can provide your organization a list of all officers and members currently registered. This must be requested in writing. *Any changes in officers, directors, or gaming management must be filed with the Office of Charitable Gaming within 10 days of the change* on the Organization Officials Information Sheet;

LEASE AGREEMENTS

All lease agreements with an organization shall include but not be limited to the following:

1. Name of location;
2. Address of location;
3. Name of Organization;
4. Amount of rent;
5. Date of expiration;
6. Provisions for cancellation of the lease with 30 days written notice by either party without cause;
7. Signature of non commercial lessor or his authorized agent;
8. Signature of organization official; and
9. **The dates and times during which the organization has agreed to conduct games of chance.**
10. **Any changes to organization's schedule during the year must be approved by an officer of the non commercial lessor.**

It is recommended that lease agreements coincide with license fiscal year.

*****IMPORTANT NOTICE*****

It shall be the responsibility of each non commercial lessor to ascertain whether an organization has been approved by the Office to conduct charitable games of chance and has received its charitable gaming license on July 1, 2006, before leasing your hall to that organization. Therefore, non commercial lessors shall require organizations to furnish a copy of their 2006/2007 license prior to conducting any sessions on July 1, 2006 or later.

The Office has to renew and approve the license for the non commercial lessor prior to renewing and approving the charitable organizations who lease from your organization, to conduct games of chance for charitable purposes; therefore, timeliness is of the essence.

If you have any questions concerning and application information, please contact the Office at 1-800-562-9235 or locally at 225-925-1835.